

KEAP Confidentiality Policy

Information you provide to KEAP will be held in the strictest confidence according to state and federal law. By law, confidentiality may be void when there is a duty to warn of threat of harm to self or othersⁱ, or in an abusive situation.ⁱⁱ Any other information disclosed requires an employee's specific written permission.

KEAP works diligently to safeguard your information. Electronic records are maintained on an internal, protected system (no external server) and any physical files are contained in file cabinets that are locked at the close of business each day. Only KEAP staff has access. Records are maintained for a minimum of 6 yearsⁱⁱⁱ and are deleted and/or shredded internally. KEAP records are NOT subject to open records request.

With your permission KEAP may disclose information in order to assist in obtaining services for you. For instance, if you would like a referral to an outside treatment provider, KEAP may provide basic information to obtain the services for you. Treatment providers also have the responsibility to safeguard your information. In addition, with your agreement, KEAP may give information to insurance companies to obtain authorization for services.

(Please remember, if you contact us by email, we can not guarantee the safety of the transmission.)

ⁱ KRS 202A.400, KRS 645.270

ⁱⁱ KRS 620.030

ⁱⁱⁱ 201 KAR 26:145